

**Inventory of Vital Records**

- See instructions on reverse.
- Send completed form to the NIH Records Officer.
- Use prescribed by NIH Manual 1744, NIH Vital Records Program.

Originating Office (*IC, Division, Branch, etc.*)

NIH –

Prepared By (custodian of records)

Date Prepared

Approved by Official with Decision-Making Authority (*signature*)

Date Approved

Certified by IC Records Management Officer (*signature*)

Date Certified

Item No.

(1)

Title and Description of Records

(2)

Medium (Paper  
or Electronic)

(3)

Off-Site Location

(4)

Name of Person(s) Sending  
Records to Site

(5)

## **Instructions for Preparing Inventory of Vital Records (NIH 2805)**

Send completed form to the NIH Records Officer, 6011 Executive Blvd., Suite 601.

**ORIGINATING OFFICE.** Show organization responsible for creating emergency operating records, e.g., NIH-ORS-DRS.

**PREPARED BY.** Enter name of responsible program official (custodian of records) and the date prepared.

**APPROVED BY.** Each inventory shall be reviewed, signed and dated by the official with the decision-making authority/responsibility on how these records are maintained.

**CERTIFIED BY.** Each inventory shall be reviewed, signed and dated by the IC Records Management Officer.

**COLUMN 1.** Number each new item consecutively.

**COLUMN 2.** Self-explanatory.

**COLUMN 3.** Indicate whether the record is paper or electronic.

**COLUMN 4.** Indicate location of alternate storage site of records (e.g., other NIH building, contractor facility etc.).

**COLUMN 5.** Self-explanatory.